TENNECO

Qualifying Life Events must be submitted to the appropriate Benefits Center within 30 days of the event occurring.	
Tenneco Team Members Log into your enrollment account at www.myTennecoUSBenefits.com. Once you are logged in, select Document Upload from the home page to submit your verification documents. If you have questions about the document submission process, contact the Tenneco U.S. Benefits Center at 877-436-3409. **DRiV and Performance Solutions Team Members** Log into your enrollment account at www.mydrivUSBenefits.com. Once you are logged in, select Document Upload from the home page to submit your verification documents. If you have questions about the document submission process, contact the DRiV U.S. Benefits Center at 800-783-3861. *Financial information in the documents should be redacted prior to submission, along with all but the last four digits of social security numbers.*	
Marriage	**One of the following:** ▪ Marriage Certificate ▪ Official Court Documentation of Marriage ▪ Ceremonial Marriage Certificate ▪ Declaration of Common Law Marriage
Domestic Partnership	**Either** ▪ Domestic Partner Affidavit (Notarized) **and one of the following:** ▪ Bank or Credit Card Statement with Common Address ▪ Mortgage or Lease Statement with a Common Address ▪ Motor Vehicle Registration Card or Proof of Insurance with a Common Address ▪ Utility Bill with a Common Address **Or one of the following:** ▪ Documentation of Domestic Partner Registration ▪ Documentation of a Civil Union
Birth or Adoption	**One of the following:** ▪ Birth Certificate with Parents Name Listed ▪ Hospital Birth Record (within 90 days of Birth) ▪ Adoption Certificate ▪ Certified Copy of Court Order/Decree ▪ Qualified Medical Child Support Order
Divorce, Legal Separation, or End of Domestic Partnership	**One of the following:** ▪ Divorce Decree ▪ Certified Copy of Court Order ▪ Legal Separation Agreement ▪ Domestic Partner Dissolution Documentation

Gains Outside Coverage	**One of the following:** ▪ Letter Verifying Other Coverage from Employer ▪ Letter Verifying Other Coverage from Insurance Carrier or Third-Party Administrator ▪ Carrier ID card that includes dependents(s) name(s)
Loses Outside Coverage	**One of the following:** ▪ Loss of Coverage Letter from Insurance Carrier or Third-Party Administrator verifying loss of coverage ▪ Letter from Previous Employer ▪ COBRA Notice
Gains or Loses Coverage - Medicare/Medicaid/CHIP	Copy of ID Card with effective date or Letter from Agency
Change in Dependent Care Cost or Provider	**One of the following:** ▪ Invoice from Daycare showing old and new invoice amounts ▪ Letter from Daycare stating cost differences